

Finalizing a Reservation to Avoid Cancelation...

1. Once you reach the draft itinerary page you will see sections on your travel details, total estimated costs, and comments. Although you will see confirmation numbers on this screen, you are not finished. After reviewing all three sections of information on this screen you will need to scroll all the way to the bottom of the page until you see the **NEXT** button.

****WARNING:** If you do not scroll to the bottom of this page and click “**Next**” your reservation will be canceled.

Trip Summary

☒ **Finalize Trip**

[Review Travel Details](#)
Enter Trip Information
Submit Trip Confirmation

NOTE: The Trip Summary box above shows the 3 steps for finalizing your reservation. As shown in bold, you are on the first step, “**Review Travel Details**”. You will have 2 additional steps.

Travel Details

Trip Overview

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Sacramento to San Francisco [\(edit\)](#)

Start Date: Mar 26, 2015

End Date: Mar 27, 2015

Created: Feb 13, 2015, Tasha Wilson
(Modified: Feb 13, 2015)

Description: (No Description Available) [\(edit\)](#)

Agency Record Locator: UGOCDN

Passengers: Tasha Larae Wilson

Total Estimated Cost: \$1,843.20 USD [\(Details\)](#)

Airfare must be ticketed by an agent by: 02/14/2015 11:00 PM Pacific

Add to your Itinerary

[Car](#)

[Hotel](#)

Reservations

Thursday, March 26, 2015

Flight Sacramento, CA (SMF) to San Francisco, CA (SFO) [Change](#) | [Cancel all Air](#)

United 5317
Operated by: SKYWEST DBA UNITED EXPRESS

Departure: 09:05 AM
Seat: 08A (Confirmed) [Change Seat](#)
Sacramento International (SMF)
Terminal: A
Duration: 54 minutes
Nonstop

Arrival: 09:59 AM
San Francisco Intl Apt (SFO)
Terminal: 3

Additional Details
Aircraft: Canadair Jet
E-Ticket
Emissions: 54.4 lbs CO₂
Cabin: Economy (Y)

Distance: 86 miles

Confirmation: LJHVFQ
Status: Confirmed

[Add to your Itinerary](#)

Friday, March 27, 2015

Flight San Francisco, CA (SFO) to Sacramento, CA (SMF) [Change](#) | [Cancel all Air](#)

United 5385
Operated by: SKYWEST DBA UNITED EXPRESS

Departure: 03:55 PM
Seat: 08A (Confirmed) [Change Seat](#)
San Francisco Intl Apt (SFO)
Terminal: 3

Confirmation: LJHVFQ
Status: Confirmed

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Page 2

Total Estimated Cost

Air	View Fare Rules
Airfare quoted amount:	\$424.18 USD
Taxes and fees:	\$77.02 USD
Total Estimated Cost:	\$501.20 USD

Restrictions


Quote: /-REFUNDABLE-/

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT WWW.SURVEYMONKEY.COM/S/HQHJ8PF
CALTRAVELSTORE PHONE NUMBER 877 454-8785


If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

 [Next >>](#) [Cancel](#)

- The next page is the Trip Booking Information Page. Enter any required including accounting codes if your site requires them. To confirm your reservation scroll to the bottom of the page and click on **“NEXT”**.

NOTE: The Trip Summary box shows in bold you are on step 2 step of 3 - Enter your trip information.

Trip Summary


 **Finalize Trip**

✓ Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name This will appear in your upcoming trip list. Trip from Sacramento to Burbank	Trip Description (optional) Used to identify the trip purpose
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Send a copy of the confirmation to: 

Send my email confirmation as
☒ HTML ☐ Plain-text

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or deposit required will not be cancelled.


[Display Trip](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel](#)

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Page 3

- The final page shows your itinerary again, with the trip information for final review. Scroll to the bottom of the page and click **“Purchase Ticket”** if your reservation includes an airline ticket or **“Confirm Booking”** for hotel only to finalize your trip.

NOTE: The Trip Summary box shows in bold you are on step 3 of 3 - **Submit trip Confirmation.**

**Finalize Trip**

✓ Review Travel Details

✓ Enter Trip Information


Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, press the Cancel button.


Trip Overview

Trip Name: Trip from Sacramento to Los Angeles
Start Date: Feb 24, 2015
End Date: Feb 25, 2015
Created: Feb 13, 2015, Tasha Wilson (Modified: Feb 13, 2015)
Description: (No Description Available)
Agency Record Locator: HROSBA
Passengers: Tasha Larae Wilson
Total Estimated Cost: \$258.20 USD

 Airfare must be ticketed by an agent by: 02/22/2015 10:10 AM Pacific

Reservations

Tuesday, February 24, 2015

**Flight** Sacramento, CA (SMF) to Los Angeles, CA (LAX)

Delta 4711

Departure: 10:10 AM
Seat: No seat assignment
Sacramento International (SMF)
Terminal: A
Duration: 1 hour, 25 minutes
Nonstop

Arrival: 11:35 AM
Los Angeles Intl (LAX)
Terminal: 5

Additional Details
Aircraft: Canadair 900
E-Ticket
Emissions: 235.7 lbs CO₂
Cabin: Economy (L)

Confirmation: G2HDC6
Status: **Confirmed**

Distance: 373 miles

Wednesday, February 25, 2015

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel](#)


Almost done... Please confirm this itinerary.

OR Confirm Booking for hotel reservations

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel](#)

- Once you click **Purchase Ticket** or **Confirm Booking** (depending on your reservation), your itinerary will appear one last time, now with a blue “Finished!” message in the upper left corner.

Trip Summary

**Finished!**

NOTE: Make sure you scroll to the bottom of every the page clicking Next until you have received the “Finished!” message. If you close before hitting purchase, your reservation will be canceled.